



## Staff Research Associate

**Job Code:** 7259

**Salary Grade:** S09

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Conducts ongoing research projects, and manages research staff.

- Constructs tests or assists in the construction of tests. Responsible for the final design of research studies.
- Collects various forms of data pertaining to the research project or projects. Conducts and directs analyses of data. Interprets, draws conclusions, and documents. Prepares final versions of reports to be submitted for publication. Presents research material to fellow researchers, committees, faculty, and at conferences.
- Keeps record of information obtained during research. May include a database of information or hard files.
- Conducts research of the literature.
- Independently conducts technical research. Collaborates with other researchers.
- Supervises a staff of research assistants and technicians. Responsible for hiring and firing, training, conducting performance appraisals, disciplining, and delegating tasks, and overseeing work.
- Manages the research laboratory or section. Interacts with funding source to ensure status is maintained. Prepares budget including anticipating staffing needs and setting salaries. Sets major goals for the laboratory, ensures goals are met, and makes necessary adjustments. Discusses with Principal Investigator.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

**Required:** Master's Degree in a Biological Science, Physical Science, Chemistry, or related field.

**Equivalency/Substitution:** Will accept a Ph.D. plus 36 months experience as a Postdoctoral Research Fellow.

**Experience:**

**Required:** 60 months research specialty experience.

**Preferred:** 12 months of supervisory experience.

**Certifications or Licenses:**

None.

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

### Working Conditions

**Physical:**

Standing for long periods of time. Manual dexterity. Stooping, bending, reaching, walking, and lifting up to 25 pounds.

**Environmental:**

Exposure to blood borne pathogens, carcinogens, and chemicals.

**Printed Date:** 06/20/2026